

- A. User Agency** (or agencies) will be represented by an individual or team assigned to the project. Information about the agency, its function in the particular project, and its representatives, will be provided in the Pre-Design Conference.

B. Real Property Administration (RPA)

Tel: 615-741-2315

Fax: 615-741-2335

Website Address (URL): <http://www.state.tn.us/finance/rpa>

William R. Snodgrass Tennessee Tower
Suite 2200, 312 Eighth Avenue North
Nashville, Tennessee 37243

1. RPA is responsible for the direct oversight and implementation of the State's capital building program, and assists in other projects in accordance with legislative and executive policies, and judicial and federal mandates under authority of the Commissioner of Finance and Administration and the State Building Commission.
2. An individual or team will be assigned to each project, and more information about RPA, its function in the particular project, and its staff, will be provided in the Pre-Design Conference (See page 3.02) and the Pre-Construction Conference (See page 6.02). For all projects, the RPA Bidding Administrator will be involved.
3. **The RPA Bidding Administrator** (Tel: 741-3286) oversees the bidding and award of all projects under the administration and oversight of RPA. The Bidding Administrator gives final approval to bid a project and assigns the bid date, and assures that SBC policies and procedures are followed throughout the bidding and award process.
4. **Other F&A entities may be involved** with the project team, as determined by RPA, depending on the project scope. Primary entities include the following:
 - a. RPA State Building Energy Management Program
 - b. RPA State Environmental Management Program
 - c. Office of Interiors Management (Space Planning)
 - d. Office of Information Resources (Telecommunications)

Director Tel: 741-9357

Director Tel: 741-1563

Director Tel: 741-4036

Director Tel: 532-1145

C. Office of Business and Finance (OBF)

Tel: 615-741-2590

Fax: 615-741-1789

William R. Snodgrass Tennessee Tower
Suite 2000, 312 Eighth Avenue, North
Nashville, Tennessee 37243

OBF provides financial management of the State's capital building program by authority of the Commissioner of Finance & Administration and State Building Commission.

D. Division of Risk Management (TRM)

Tel: 615-741-2314

Fax: 615-734-6471

Andrew Jackson Office Bldg.
9th Floor, 500 Deaderick Street
Nashville, Tennessee 37243-0248

TRM, of the Dept. of Treasury, manages insurance claims of the State's capital building program by authority of the State Treasurer and State Building Commission.

E. State Fire Marshal's Office (SFM)

Tel: 615-741-7190

Fax: 615-253-3267

Davy Crockett Tower
3rd Floor, 500 James Robertson Parkway
Nashville, Tennessee 37243-1162

SFM, of the Dept. of Commerce & Insurance, will be involved in the design review for all projects that involve the construction, renovation, or remodeling of public space.

